

**CITY OF MIAMI BEACH  
COMMISSION ITEM SUMMARY**



**Condensed Title:**

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, AUTHORIZING THE ISSUANCE OF REQUEST FOR QUALIFICATIONS (RFQ) NO. 41-03/04 FOR PLANNING, DESIGN, BID AND AWARD, AND CONSTRUCTION ADMINISTRATION SERVICES FOR THE NORTH SHORE RIGHT OF WAY INFRASTRUCTURE IMPROVEMENT PROJECT.

**Issue:**

Shall the Mayor and City Commission adopt the Resolution?

**Item Summary/Recommendation:**

The North Shore Right of Way (ROW) Infrastructure Improvement Project is a \$9.23 million project which includes the restoration and enhancement of an urban, mixed use, residential (single and multi-family) neighborhood including roadway, sidewalk, curb and gutter, landscape, streetscape irrigation, lighting, potable water, and storm drainage infrastructure as needed. This project is funded through General Obligation, Water Bonds and Section 108 Funds. The purpose of issuing an RFQ is to obtain qualifications from professional firms with the capability and experience to provide engineering, urban design, and landscape architecture services for design, bid and award, and construction administration of urban streetscape improvements in the North Shore Neighborhood. Planning efforts were previously completed by another Consultant and is documented in the City Commission approved North Shore Basis of Design Report dated July 30, 2003. The City negotiated extensively with the previous consultant, The Corradino Group, but was unable to achieve agreement on a reasonable fee for the expected scope of services. Because of the failure in reaching agreement, the City abandoned the effort with Corradino and prepared to issue a new RFQ for the remaining services on the project. The estimated budget for the project is \$9,230,000. The estimated construction budget is \$7,830,000, which includes a contingency of \$780,000. The budget also includes soft costs of \$1,400,000, which consist of Planning (previously completed), Design, Bid & Award, Construction Administration, Program Management, and City Construction Management. The successful firm will be tasked with the following duties and responsibilities: Design Services; Bid and Award Services; Construction Management Services; Reimbursables. After considering the recommendation of an Evaluation Committee, the City Manager will recommend to the City Commission the response which is deemed to be in the best interest of the City. The Administration recommends that the Mayor and the City Commission of Miami Beach, Florida approve and authorize the issuance of Request for Qualifications (RFQ) No. 41-03/04 for design, bid and award, and construction administration of streetscape improvements for the North Shore Right of Way Infrastructure Improvement Project.

**Advisory Board Recommendation:**

N/A

**Financial Information:**

Source of Funds: N/A	Amount	Account	Approved
1			
Finance Dept. Total			

**City Clerk's Office Legislative Tracking:**

Jorge E. Chartrand

**Sign-Offs:**

Department Director	Assistant City Manager	City Manager
TH	RCM	

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AGENDA ITEM C7F

DATE 9-8-04



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**COMMISSION MEMORANDUM**

**To:** Mayor David Dermer and  
Members of the City Commission

**Date:** September 8, 2004

**From:** Jorge M. Gonzalez  
City Manager

**Subject: A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, AUTHORIZING THE ISSUANCE OF REQUEST FOR QUALIFICATIONS (RFQ) NO. 41-03/04 FOR ENGINEERING, URBAN DESIGN, AND LANDSCAPE ARCHITECTURE FOR PLANNING, DESIGN, BID AND AWARD, AND CONSTRUCTION ADMINISTRATION SERVICES FOR THE NORTH SHORE RIGHT OF WAY INFRASTRUCTURE IMPROVEMENT PROJECT.**

**ADMINISTRATIVE RECOMMENDATION**

Adopt the Resolution.

**ANALYSIS**

The North Shore Right of Way (ROW) Infrastructure Improvement Project is a \$9.23 million infrastructure project which includes the restoration and enhancement of an urban (residential and commercial) neighborhood's hardscape, including roadway, sidewalk, curb and gutter, landscape, streetscape irrigation, lighting, potable water, and storm drainage infrastructure as needed. This project is funded through a combination of General Obligation and Water Bonds, as well as Section 108 Funding.

The purpose of issuing a Request for Qualifications is to obtain qualifications from professional firms with the capability and experience to provide professional engineering, urban design, and landscape architecture services for design, bid and award, and construction administration of urban streetscape improvements in the North Shore Neighborhood in Miami Beach. Planning efforts were previously completed by another Consultant and is documented in the City Commission approved North Shore Basis of Design Report dated July 30, 2003.

The City negotiated extensively with the previous consultant, The Corradino Group, but was unable to achieve agreement on a reasonable fee for the expected scope of services. Because of the failure in reaching agreement after several unfruitful attempts and the amount of time spent in the negotiations, the City decided to abandon the effort with Corradino and prepare to issue a new RFQ for the remaining services on the project.

The estimated budget for the project is \$9,230,000. The estimated construction budget for the project is \$7,830,000, which includes a construction change order contingency budget of \$780,000. This estimated construction total includes \$3,890,000 for Streetscape / Section 108 improvements, and \$3,160,000 for Water Improvements as detailed below:

N – NorthROW – 02- 09082004 – JEC - 01

**STREETSCAPE AND SECTION 108 IMPROVEMENTS \$3,890,000 (construction)**

- **72<sup>nd</sup> Street** - Bumpouts, planters, lights, crosswalks, additional sidewalk by park. Median w/parking & milling and resurfacing( w/no parking b/w Harding and Collins)
- **73<sup>rd</sup> Street** - New median, enhanced median, bumpouts, planters, lighting, mill & resurface
- **Parkview Island** – Planters, bumpouts, lighting, stripe parking, mill and resurface, sidewalk
- **Dickens Avenue from 72<sup>nd</sup> to 79<sup>th</sup> Streets** - Bumpouts, crosswalks, sidewalk repair, stripe parking, milling and resurfacing
- **85<sup>th</sup> Street** – Bumpouts, crosswalks, sidewalk repair, stripe parking, milling and resurfacing
- **Byron Avenue 80' ROW** - Bumpouts, crosswalks, sidewalk repair, median, milling and resurfacing, stripe
- **Tatum Waterway Drive** - Traffic Study, Bumpouts, crosswalks, sidewalk repair, milling and resurfacing
- **Harding Entrance** – 5-ft planting strip both sides of street, palm trees, uplighting
- **Neighborhood wide improvements** - Repair 20% of all sidewalks
- **Bonita Drive** - additional sidewalk
- **Paving costs covered by GO Bond (1/2 milling & resurfacing)** Bonita Drive, Collins Ct., 74th, 75th, 80th, 81st, Carlyle, Abbott, Tatum, Gary, Wayne, Byron, Carlyle, Dickens, Tatum, Byron, 77, 78, 79, 85

**Additional Bumpouts, 74th, 75th, Carlyle (between 73<sup>rd</sup> & 75<sup>th</sup>)**

**WATER IMPROVEMENTS \$3,160,000 (construction)**

- Replacement of Discretionary Waterlines with 8-inch diameter pipes Per attached Exhibit A

The budget also includes a construction contingency (\$780,000) as well as development and soft costs (\$1,400,000), which consists of Planning (previously completed), Design, Bid & Award, Construction Administration, Program Management, and City Construction Management.

**ESTIMATED TOTAL PROJECT BUDGET**

ENGINEERING / MANAGEMENT COSTS	\$ 1,400,000
CONSTRUCTION BUDGET	
• Streetscape:	\$ 3,060,000
• Section 108 Funding	\$ 830,000
• Water Improvements:	<u>\$ 3,160,000</u>
• Estimated Construction Budget:	\$ 7,050,000
• Construction Contingency	<u>\$ 780,000</u>
• Subtotal	\$ 7,830,000
TOTAL PROJECT BUDGET:	\$9,230,000

**RFQ TIMETABLE**

The anticipated schedule for this RFQ and contract approval is as follows:

RFQ to be issued	September 13, 2004
Pre-Qualification Conference	September 24, 2004
Deadline for receipt of questions	October 8, 2004
Deadline for receipt of responses	October 15, 2004
Evaluation committee meeting	Week of October 25, 2004
Commission approval/authorization of negotiations	November 10, 2004
Contract negotiations	through week of December 20, 2004
Projected award date	January 5, 2005
Projected contract start date	January 10, 2005

**CONSULTANT TASKS**

The successful firm will be tasked with the following duties and responsibilities:

Task 1 – Planning Services (Not in Scope – Previously Completed)

Task 2 – Design Services

Task 3 – Bid and Award Services

Task 4 – Construction Management Services

Task 5 – Additional Services

Task 6 – Reimbursable Services

Task 1 – Planning Services: A final Basis of Design Report has been prepared summarizing the accepted design concept, budget level cost estimate, schedule and other issues deemed important to the implementation of the project. The final Basis of Design Report was presented to the City Commission and approved on July 30, 2003.

Task 2 – Design Services: The purpose of this Task is to establish requirements for the preparation of contract documents for the Project. Note that the selected firm will be required to perform a variety of forensic tasks to verify, to the extent practicable, existing conditions and the accuracy of base maps to be used for development of the contract drawings. These tasks include, but may not be limited to, surveying, utility verification, and listing encroachments in the Right of Way using formats established for the City's Right of Way Infrastructure Improvement Program. In addition, the selected firm will follow City standards for the preparation of contract documents, inclusive of drawings, specifications and front-end documents and cost estimates.

Presentation formats for Review Submittal will be prepared at the 30%, 60%, 90% and 100% design completion stages. Contract documents will be subject to constructability and value engineering reviews to be performed by others. The selected firm shall work with the City to adjust / revise project scope as may be deemed necessary to meet established budgets as the design evolves from earlier to latter stages of completion.

In addition, the selected firm will attend and participate in community design review meetings to review the design progress and concept at different progress levels during the design. The selected firm will also be responsible for reviewing and receiving approvals of its contract documents from all jurisdictional permitting agencies and boards prior to finalization. To facilitate the implementation of a Public Information Program, the selected firm will provide electronic files of all project documents, as directed by the City. City in-house Departments shall be required to respond, in writing, to all review comments. Presentation formats will be as directed by the City.

Note that the selected firm shall establish and maintain an in house Quality Assurance / Quality Control (QA/QC) program designed to verify and ensure the quality, clarity, completeness, constructability and bid potential of its contract documents.

Task 3 – Bid and Award Services: The selected firm shall assist City in bidding and award of the contract. Such assistance shall include facilitating reviews of its contract documents with applicable Procurement, Risk Management and Legal Department representatives. In addition, the selected firm shall furnish camera ready contract documents for reproduction and distribution by the City, attend pre-bid conferences, assist with the preparation of necessary addenda, attend the bid opening and assist with the bid evaluation and recommendation of award to the City. The selected firm shall provide “As-Bid” documents for use during construction.

The City is also considering awarding the project to one of the Job Order Contractors (JOC) already in place. This may facilitate the construction procurement as well as reduce the period to award considerably from the common four to six months the City experiences when a project is advertised for competitive bidding. This decision will be made as the project design progresses.

Task 4 – Construction Management Services: The selected firm shall perform a variety of tasks associated with the administration of the construction contract and construction management of the project. These shall include attendance at the pre-construction conference, attendance at weekly construction meetings, responding to Contractor requests for information / clarification, responding and evaluating Contractor requests for change orders / contract amendments, review of shop drawings, review of record drawings, review and processing of contractor applications for payment, specialty site visits, project closeout reviews including substantial and final punch list development and project certification. The City / Program Manager will provide day-to-day construction administration and observation service duties.

Task 5 – Additional Services: No additional services are envisioned at this time. However, if such services are required during the performance of the Work, they will be requested by the City and negotiated in accordance with contract requirements.

Task 6 – Reimbursable Services: The City may reimburse additional expenses such as reproduction costs, survey, geotechnical work and underground utility verification costs.

It is anticipated that a Firm whose specialty and primary business is in the practice of civil engineering will head the selected Project Design Team, which should also include an urban designer/planner and a landscape architect as subconsultants, all with extensive experience in design upgrade and urban retrofitting, including environments with new streetscape, drainage and, water/sewer, and utility improvements. Interested teams must demonstrate streetscape and utility design and construction administration expertise, based on the successful completion of a number of projects of similar substantial size and complexity for other governmental and/or private entities.

## **EVALUATION PROCESS**

The procedure for response evaluation and selection is as follows:

- Request for Qualifications issued.
- Receipt of responses.
- Opening and listing of all responses received.
- An Evaluation Committee, appointed by the City Manager, shall meet to evaluate each response in accordance with the requirements of this RFQ. If further information is desired, respondents may be requested to make additional written submissions or oral presentations to the Evaluation Committee.
- The Evaluation Committee will recommend to the City Manager the response(s) which the Evaluation Committee deems to be in the best interest of the City by using the following criteria for selection:
  - a. Firm's Qualifications and Experience with renovating existing, urban Right of Ways (ROWs) including coordinating drainage, water, and streetscape work;
  - b. Project Manager's Experience renovating existing urban Right of Ways, community presentations, and urban planning;
  - c. References Provided by Prior Project Owners;
  - d. Experience and Qualifications of the Project Team with renovating existing, urban Right of Ways (ROWs) coordinating drainage, water, and streetscape work
  - e. Methodology, Approach and Understanding of Tasks 1-6;
  - f. Volume of work previously awarded to each firm by the agency, with the object; of effecting an equitable distribution of contracts among qualified firms;
- The City may request, accept, and consider proposals for the compensation to be paid under the contract only during competitive negotiations.
- After considering the recommendation(s) of the Evaluation Committee, the City Manager shall recommend to the City Commission the response or responses acceptance of which the City Manager deems to be in the best interest of the City.
- The City Commission shall consider the City Manager's recommendation(s) in light of the recommendation(s) and evaluation of the Evaluation Committee and, if appropriate, approve the City Manager's recommendation(s). The City Commission may reject City Manager's recommendation(s) and select another response or responses. In any case, City Commission shall select the response or responses acceptance of which the City Commission deems to be in the best interest of the City. The City Commission may also reject all proposals.

- Negotiations between the selected respondent and the City Manager take place to arrive at a contract. If the City Commission has so directed, the City Manager may proceed to negotiate a contract with a respondent other than the top ranked respondent if the negotiations with the top ranked respondent fail to produce a mutually acceptable contract within a reasonable period of time.
- A proposed contract or contracts are presented to the City Commission for approval, modification and approval, or rejection.
- If and when a contract or contracts acceptable to the respective parties is approved by the City Commission, the Mayor and City Clerk sign the contract(s) after the selected respondent(s) has (or have) done so.

The Administration recommends that the Mayor and the City Commission of Miami Beach, Florida approve and authorize the issuance of Request for Qualifications (RFQ) No. 41-03/04 for engineering, planning, urban design and landscape architecture services for design, bid and award, and construction administration of streetscape improvements for the North Shore Right of Way Infrastructure Improvement Project.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE MAYOR AND CITY COMMISSION  
OF THE CITY OF MIAMI BEACH, FLORIDA, AUTHORIZING  
THE ISSUANCE OF REQUEST FOR QUALIFICATIONS  
(RFQ) NO. 41-03/04 FOR ENGINEERING, URBAN DESIGN,  
AND LANDSCAPE ARCHITECTURE FOR DESIGN, BID AND  
AWARD, AND CONSTRUCTION ADMINISTRATION  
SERVICES FOR THE NORTH SHORE RIGHT OF WAY  
INFRASTRUCTURE IMPROVEMENT PROJECT**

**WHEREAS**, the City of Miami Beach has developed various capital improvement projects to improve the quality of life of its residents in each of the City's thirteen neighborhoods; and

**WHEREAS**, North Shore is one of the City's thirteen neighborhoods, which encompasses the area bounded on the east by the Atlantic Ocean, bounded on the north by 87<sup>th</sup> Street, bounded on the south by 63<sup>rd</sup> Street, and bounded on the west by the Tatum Waterway, as more particularly described in Exhibit "A", the North Shore Right of Way (ROW) Geographic Area; and

**WHEREAS**, the North Shore ROW Infrastructure Project (Project) is a \$9.2 million infrastructure project which may include, but is not limited to, the enhancement of roadways, landscaping, sidewalks and streetscapes, irrigation, water, electrical, street lighting, street furniture, signage, as well as bicycle and pedestrian transportation routes; and,

**WHEREAS**, the scope of services for the Project will take into consideration previously authorized and currently endorsed City of Miami Beach planning level documents including, but not limited to, studies or reports encompassing necessary upgrades as noted in the North Shore Basis of Design Report approved by the City Commission on July 30, 2003, and other qualified decisions of the City of Miami Beach Public Works, Parks and Recreation, Planning, Parking, Building, Fire and Police Departments, respectively; and

**WHEREAS**, the City negotiated extensively with the previous consultant, The Corradino Group, but was unable to achieve agreement on a reasonable fee for the expected scope of services; and

**WHEREAS**, because of the failure in reaching agreement after several unfruitful attempts, and the amount of time spent in the negotiations, the City decided to abandon the effort with Corradino and prepare to issue a new Request for Qualifications (RFQ) for the remaining services on the Project; and

**WHEREAS**, the purpose of issuing the RFQ is to obtain qualifications from firms with the capability and experience to provide professional engineering and landscape architecture services for the design, bid and award, construction administration of the



Project; and

**WHEREAS**, the City has contracted the services of Hazen and Sawyer, P.E. to function as Program Manager, and act as the City's agent with regard to all aspects of this scope of services, including to serve as the focal point of contact with the selected firm; and

**WHEREAS**, the successful firm will be tasked with the following duties and responsibilities: Task 2—Design Services; Task 3—Bid and Award Services; Task 4—Construction Management Services; Task 6 Reimbursables and

**WHEREAS**, the procedure for the response and evaluation and selection are fully described in the RFQ; and

**WHEREAS**, the Administration recommends the issuance of RFQ No. 41-03/04.

**NOW, THEREFORE, BE IT DULY RESOLVED BY THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA**, that the Mayor and City Commission of Miami Beach, Florida, authorize the issuance of Request For Qualifications No. 41-03/04 for engineering, and landscape architecture for design, bid, award and construction management services for the North Shore Right Of Way Infrastructure Improvement Project.

**PASSED, ADOPTED AND APPROVED this September 8, 2004**


**ATTEST:**

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR

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**APPROVED AS TO  
FORM & LANGUAGE  
& FOR EXECUTION**

  
\_\_\_\_\_  
City Attorney      8/31/04      Date

# **North Shore Right of Way Improvement Project**

## **RFQ information**

### **PURPOSE**

To provide for the restoration and enhancement of an urban (residential and commercial) neighborhood's hardscape, including roadway, sidewalk, curb and gutter, landscape, streetscape irrigation, lighting, and potable water distribution system enhancements.

### **SECTION I—INTRODUCTION / BACKGROUND**

The City of Miami Beach has implemented various programs to improve the quality of life of residents in the City's 13 neighborhoods via 24 capital improvement projects. The Capital Improvement Planned Progress Initiative is funded by Series 2000 Water and Sewer Revenue Bonds, Series 2000 Stormwater Revenue Bonds, 1999 General Obligation Bonds and, where geographically permissible, by Section 108 Funds. The North Shore Project will be implemented using the Capital Improvement Projects Office standard Planned Progress Initiative model for Right of Way projects and will be funded by General Obligation, Water and Section 108 Funds. The purpose of Planned Progress Initiative model is to facilitate community involvement and information as well as to coordinate construction citywide. The model is outlined in Section II: Planned Progress Initiative Tasks 1 through Task 6.

### **SECTION II - SCOPE OF SERVICES:**

#### **A. Narrative**

The purpose of the North Shore ROW Infrastructure Project is to provide for the restoration and enhancement of streetscapes and infrastructure, consistent with existing available master plans, qualified decisions of applicable City Departments and community preferences. The proposed project will include potable water distribution system upgrades, streetscape work with restoration and enhancement of the neighborhood's hardscape, landscape, streetscape irrigation and lighting, as practicable within specified budget parameters. At this point, sanitary sewer and stormwater upgrades are not anticipated as part of the Project.

Previously, another Consultant performed a variety of forensic and community planning tasks culminating in the creation of the North Shore Basis of Design Report (BODR), which was approved by the City of Miami Beach Commission on July 30, 2003. This BODR serves as the definitive Master Plan for the proposed ROW improvements to be designed, bid, awarded and constructed under the scope of this RFQ. A copy of this BODR available on the ROW Program website at: [www.cmbprojects.com](http://www.cmbprojects.com). Respondents are encouraged to review the contents of this document when preparing their submittals to the City.

Improvements include restoration and enhancement to the function and aesthetics of the following:

- Repair or replacement of existing water mains to meet City Water Master Plan recommendations
- Street resurfacing and new pavement markings along certain corridors
- Swale restoration, and/or curb and gutter restoration or upgrades
- Repair, extension, or widening of sidewalks and crossing ramps to provide continuous, ADA-Title III compatible separated pedestrian ways

- Installation of new pedestrian-scale street lighting and/or upgrade of existing lighting to correct deficiencies within specific corridors where funding is sufficient
- Providing enhanced landscaping, development of additional areas for planting opportunities, and new / enhanced irrigation to support such plantings within the street right-of-way, as consistent with the approved BODR
- Physical and/or operational improvements to local streets for the purposes of beautification, traffic calming and increasing alternative transportation routes including pedestrian and non-motorized vehicles.

The work effort will require that all aboveground improvements will be coordinated with existing and proposed aboveground and below underground infrastructure improvements, which may include the following tasks:

- Repair or replacement of water mains
- Limited coordination with other entities, including but not limited to, Florida Power and Light Company, BellSouth, Charter Communications and their vendors.
- Coordination with Private Developments that are required to implement City approved Right of Way improvements in accordance with Development Orders

Underground water, sewer and drainage infrastructure improvements for the ROW Program are generally identified in: the City of Miami Beach Comprehensive Stormwater Management Program Master Plan, (March 1997), the City of Miami Beach Water System Master Plan, (November, 1994), and the Citywide Sanitary Sewer Infiltration and Inflow Mitigation Program, and in subsequent amendments to the plans and decisions of the City's Public Works Department. As the North Shore neighborhood was not deemed a priority drainage basin in the Master Plan, only targeted improvements, necessitated by proposed above ground hardscape enhancements will be generally required. In addition, the work shall include surveying and obtaining permits from all governmental agencies having jurisdiction in Miami Beach.

Note that the City has contracted the services of Hazen and Sawyer, P.C. to function as the Program Manager and act as the City's agent with regard to all aspects of this scope of services. Hence, the Program Manager shall serve as the focal point of contact with the selected firm. The City will retain contractual agreement responsibilities with the selected firm.

## **B. Planned Progress Initiative Tasks 1-6**

The successful firm will be tasked with the following duties and responsibilities:

- Task 1 – Planning Services (Not in Scope – Previously Completed)
- Task 2 – Design Services
- Task 3 – Bid and Award Services
- Task 4 – Construction Management Services
- Task 5 – Additional Services
- Task 6 – Reimbursable Services

The requirements for each of these Tasks are noted below:

**Task 1 – Planning Services:** A final Basis of Design Report has been prepared summarizing the accepted design concept, budget level cost estimate, schedule and other issues deemed

important to the implementation of the project. The final Basis of Design Report was presented to the City Commission and approved on July 30, 2003.

**Task 2 – Design Services:** The purpose of this Task is to establish requirements for the preparation of contract documents for the Project. Note that the selected firm will be required to perform a variety of forensic tasks to verify, to the extent practicable, existing conditions and the accuracy of base maps to be used for development of the contract drawings. These tasks include, but may not be limited to, surveying, utility verification, and listing encroachments in the Right of Way using formats established for the City's Right of Way Infrastructure Improvement Program. In addition, the selected firm will follow City standards for the preparation of contract documents, inclusive of drawings, specifications and front-end documents and cost estimates.

Presentation formats for Review Submittal will be prepared at the 30%, 60%, 90% and 100% design completion stages. Contract documents will be subject to constructability and value engineering reviews to be performed by others. The selected firm shall work with the City to adjust / revise project scope as may be deemed necessary to meet established budgets as the design evolves from earlier to latter stages of completion.

In addition, the selected firm will attend and participate in community design review meetings to review the design progress and concept at different progress levels during the design. The selected firm will also be responsible for reviewing and receiving approvals of its contract documents from all jurisdictional permitting agencies and boards prior to finalization. To facilitate the implementation of a Public Information Program, the selected firm will provide electronic files of all project documents, as directed by the City. City in-house Departments shall be required to respond, in writing, to all review comments. Presentation formats will be as directed by the City.

Note that the selected firm shall establish and maintain an in house Quality Assurance / Quality Control (QA/QC) program designed to verify and ensure the quality, clarity, completeness, constructability and bid potential of its contract documents.

**Task 3 – Bid and Award Services:** The selected firm shall assist City in bidding and award of the contract. Such assistance shall include facilitating reviews of its contract documents with applicable Procurement, Risk Management and Legal Department representatives. In addition, the selected firm shall furnish camera ready contract documents for reproduction and distribution by the City, attend pre-bid conferences, assist with the preparation of necessary addenda, attend the bid opening and assist with the bid evaluation and recommendation of award to the City. The selected firm shall provide "As-Bid" documents for use during construction.

**Task 4 – Construction Management Services:** The selected firm shall perform a variety of tasks associated with the administration of the construction contract and construction management of the project. These shall include attendance at the pre-construction conference, attendance at weekly construction meetings, responding to Contractor requests for information / clarification, responding and evaluating Contractor requests for change orders / contract amendments, review of shop drawings, review of record drawings, review and processing of contractor applications for payment, specialty site visits, project closeout reviews including substantial and final punch list development and project certification. The City / Program Manager will provide day-to-day construction administration and observation service duties.

**Task 5 – Additional Services:** No additional services are envisioned at this time. However, if such services are required during the performance of the Work, they will be requested by the City and negotiated in accordance with contract requirements.

**Task 6 – Reimbursable Services:** The City may reimburse additional expenses such as reproduction costs, survey, geotechnical work and underground utility verification costs.

### **Section III—QUALIFICATION STATEMENT**

It is anticipated that a Firm whose specialty and primary business is in the practice of civil engineering will head the selected Project Design Team, which should also include an urban designer/planner and a landscape architect as subconsultants, all with extensive experience in design, upgrade and urban retrofitting experience, including environments with new streetscape, drainage and, water/sewer, and utility improvements. Interested teams must demonstrate streetscape and utility design and construction administration expertise, based on the successful completion of a number of projects of similar substantial size and complexity for other governmental and/or private entities. Teams with extensive experience and capability are invited to submit details of their qualifications and experience.

The Lead Firm for the Project Team shall address the following items:

#### **Item 1. Team Experience:**

- Indicate the team's number of years of experience in providing the requested professional services;
- List all projects undertaken in the past five (5) years, describe the scope of each project in physical terms and by cost, describe the respondent's responsibilities, and provide the name and contact telephone number of an individual in a position of responsibility who can attest to respondent's activities in relation to the project;
- Provide the name(s) of the person, or person within your organization who was most actively concerned with managing each project.
- List and describe all legal claims against any member of the team alleging errors and/or omissions, or any breach of professional ethics, including those settled out of court, during in the past five (5) years.

**Item 2. Project Manager's Experience:** Provide a comprehensive summary of the experience and qualifications of the individual(s) who are proposed will be selected to serve as the Project Manager(s) for the Project Team. These individuals must have a minimum of (10) ten years' experience in the design and construction of streetscape and utility facilities, and should have served as planning / design / construction manager(s) on other urban streetscape, drainage, and water/sewer improvement projects on a minimum of three previous projects of similar complexity and magnitude.

**Item 3. Previous Similar Projects:** Provide a listing of a minimum of ten (10) similar projects including:

- Client name, address, phone number
- Consultant (Architect or Engineer) name, address, phone number
- Description of the scope of work
- Month and Year the project was started and completed
- Total cost and/or fees paid to your firm
- Total cost of construction, estimated and actual
- Role of the firm and the responsibilities

**Item 4. Qualification of Project Team:** Provide a list of the personnel / subconsultants to be used on this project and their qualifications. A resume of each individual, including education, experience, and any other pertinent information shall be included for each team member including any subcontractors, to be assigned to this project.

**Item 5. Project Approach:** Provide a detailed discussion on the Project Team approach to the required services. Information should include:

- Organizational structure of project team
- Project specific approach to this neighborhood.
- Narrative description of how project team's experience specifically relates to the proposed neighborhood project.
- Narrative description of team's understanding of the design document approval process for streetscape and watermain improvements as it relates to the City of Miami Beach and Miami-Dade County

#### **SECTION IV – EVALUATION /SELECTION PROCESS; CRITERIA FOR EVALUATION**

The procedure for response evaluation and selection is as follows:

1. Request for Qualifications issued.
2. Receipt of responses.
3. Opening and listing of all responses received.
4. An Evaluation Committee, appointed by the City Manager, shall meet to evaluate each response in accordance with the requirements of this RFQ. If further information is desired, respondents may be requested to make additional written submissions or oral presentations to the Evaluation Committee.
5. The Evaluation Committee will recommend to the City Manager the response(s) which the Evaluation Committee deems to be in the best interest of the City.
6. The City may request, accept, and consider proposals for the compensation to be paid under the contract only during competitive negotiations.
7. After considering the recommendation(s) of the Evaluation Committee, the City Manager shall recommend to the City Commission the response or responses acceptance of which the City Manager deems to be in the best interest of the City.
8. The City Commission shall consider the City Manager's recommendation(s) in light of the recommendation(s) and evaluation of the Evaluation Committee and, if appropriate, approve the City Manager's recommendation(s). The City Commission may reject City Manager's recommendation(s) and select another response or responses. In any case, City Commission shall select the response or responses of which the City Commission deems to be in the best interest of the City. The City Commission may also reject all proposals.
9. Negotiations between the selected respondent and the City Manager will take place to arrive at a contract. If the City Commission has so directed, the City Manager may proceed to negotiate a contract with a respondent other than the top ranked respondent if the negotiations with the top ranked respondent fail to produce a mutually acceptable contract within a reasonable period of time.
10. A proposed contract or contracts shall be presented to the City Commission for approval,

modification and approval, or rejection.

11. If and when a contract or contracts acceptable to the respective parties is approved by the City Commission, the Mayor and City Clerk shall sign the contract(s) after the selected respondent(s) has (or have) done so.

<b>Selection Criteria</b>	<b>Possible Points</b>
Firm's Qualifications and Experience with renovating existing, urban Right of Ways (ROWs) including coordinating drainage, water, and streetscape work;	20
Project Manager's Experience renovating existing urban Right of Ways, community presentations, and urban planning;	20
References Provided by Prior Project Owners	15
Experience and Qualifications of the Project Team with renovating existing, urban Right of Ways (ROWs) coordinating drainage, water, and streetscape work	20
Methodology, Approach and Understanding of Tasks 1-6	15
Volume of work previously awarded to each firm by the agency, with the object; of effecting an equitable distribution of contracts among qualified firms	10
<b>Possible points</b>	<b>100</b>

**Important Note:**

By submitting a response, all respondents shall be deemed to understand and agree that no property interest or legal right of any kind shall be created at any point during the aforesaid evaluation/selection process until and unless a contract has been agreed to and signed by both parties.

**Section V - BUDGET:**

ENGINEERING / MANAGEMENT COSTS	\$ 1,400,000
CONSTRUCTION BUDGET	
• Streetscape:	\$ 3,060,000
• Section 108 Funding	\$ 830,000
• Water Improvements:	<u>\$ 3,160,000</u>
• Estimated Construction Budget:	\$ 7,050,000
• Construction Contingency	<u>\$ 780,000</u>
• Subtotal	\$ 7,830,000
<b>TOTAL PROJECT BUDGET:</b>	<b>\$9,230,000</b>

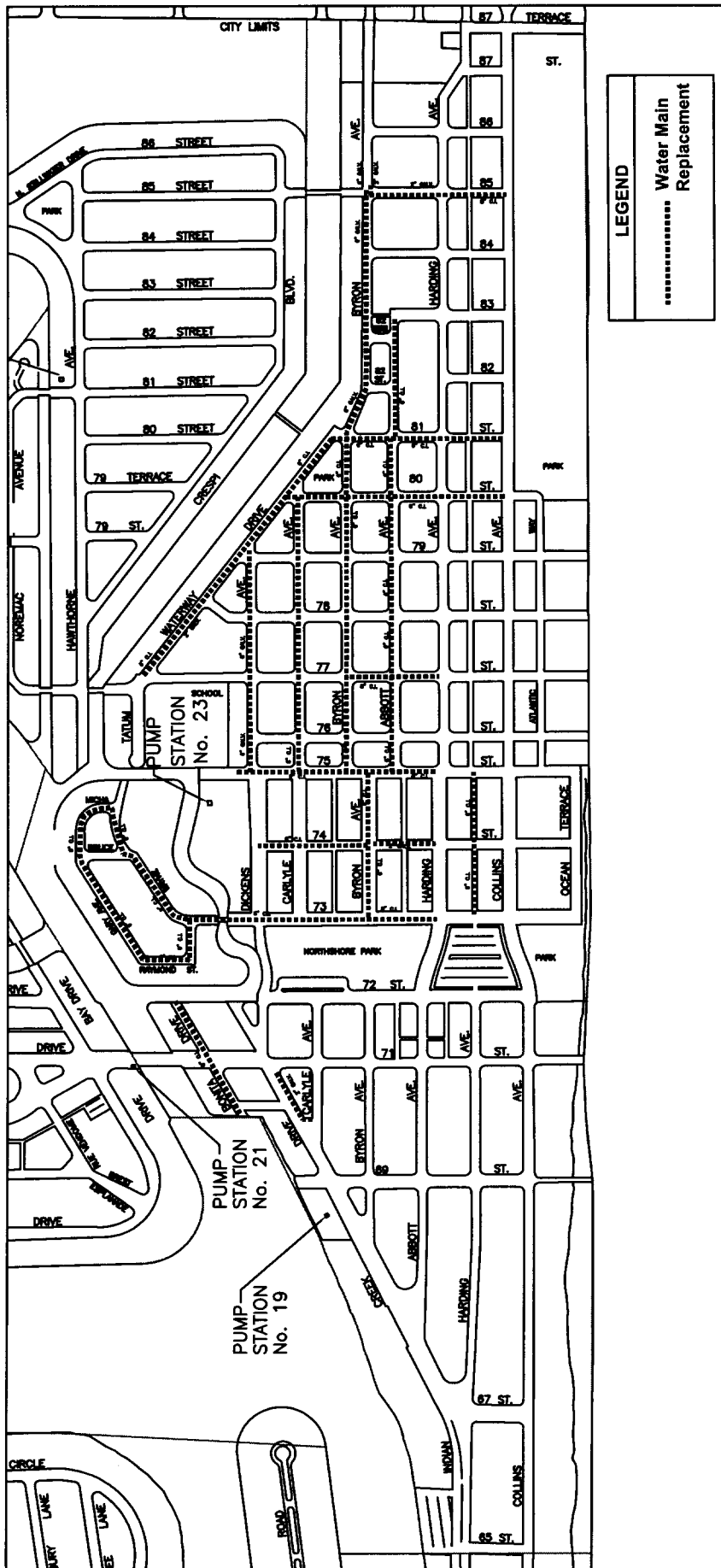


Exhibit A-1: WATER MAIN REPLACEMENTS